



***DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES***



CAREER OPPORTUNITY

MERIT PROMOTION VACANCY ANNOUNCEMENT

Announcement No.: 06-CDFI-008

Position: Financial and Program Advisor, GS-0301-14

Type of Appointment: Permanent

Full Performance Level: GS-14

Organization: Community Development Financial Institutions (CDFI) Fund
601 13th Street, NW
Washington, DC

Number of Vacancies: 1

Duty Station: Washington, DC

Opening Date: 01/24/06

Closing Date: 02/21/06

Bargaining Unit: No

Sensitivity: Non-Critical Sensitive

Salary Range:

GS-14: \$91,407 - \$118,828

For more information call:

Kathryn McClead, (304) 480-8308

CDFIINQUIRIES@BPD.TREAS.GOV

WHO MAY APPLY

U.S. Citizens who meet **ONE** of the following categories:

1. Current permanent Federal employees in competitive positions or former Federal employees with reinstatement eligibility;
2. Individuals eligible for the Treasury Career Transition Assistance Program (CTAP) from the local commuting area;
3. Individuals eligible for the Interagency Career Transition Assistance Program (ICTAP) from the local commuting area;
4. Current Federal employees in excepted service positions covered by an interchange agreement;

5. Individuals who are eligible for non-competitive appointment under authorities such as the Veterans' Recruitment Appointment (VRA), disabled individuals, returned volunteers from the Peace Corps or VISTA, etc.

Applicants who do not meet these criteria may wish to apply under **Recruiting Bulletin Announcement 06-CDFI-009P**, which is open for receipt of applications from the general public.

PLEASE NOTE

- **YOU MUST ADDRESS THE RATING FACTORS UNDER THE HEADING "RATING" BELOW, otherwise, your application will be incomplete and will not receive any further consideration. Please read below for more details.**
- Selectee must undergo appropriate tax checks.
- The applicant selected for this position will be required to complete a financial disclosure form.
- Benefits: 10 Paid Holidays ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)
- No relocation expenses will be paid.
- Selection will be made from a combination of this announcement (**06-CDFI-008**) and **06-CDFI-009P**.
- If selected, you must:
 1. Be eligible for a Personal Identity Verification (PIV) Credential*,
 2. Have a successfully adjudicated background investigation appropriate to the position, and
 3. Maintain PIV Credential eligibility during your employment.

* This is a routine security check.

DUTIES (General)

The Community Development Financial Institutions (CDFI) Fund is charged with promoting economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance. For additional information about the CDFI Fund, please visit the Fund's website at: www.cdfifund.gov.

A Financial & Program Advisor is responsible for assisting in the implementation of the Fund's programs. Specific duties include: 1) Develop, implement and evaluate guidelines, procedures, and regulations; 2) Perform performance monitoring and evaluation to ensure program compliance and effectiveness; 3) Conduct site visits of awardees/allocates and training on CDFI Fund programs; 4) Be an accountable official for maintaining management controls and adherence to the Fund's strategic direction; and 5) Other tasks related to the compliance and monitoring of the CDFI, NMTC and Bank Enterprise Award Programs, and other programs of the CDFI Fund.

ELIGIBILITY REQUIREMENTS

Candidates must meet all eligibility requirements, including the following, by the closing date of the announcement:

Time After Competitive Appointment: Candidates who are current federal employees serving on a nontemporary competitive appointment must have served at least three (3) months in that appointment.

Time-in-Grade:

GS-14: Candidates must have been a GS-13 for fifty-two (52) weeks (when applicable).

Candidates must be U.S. citizens. (Please include citizenship information in your application package)

QUALIFICATION REQUIREMENTS

Candidates must meet all qualification requirements, including the following, by the closing date of the announcement:

Specialized Experience: Fifty-two (52) weeks of experience equivalent to at least the next lower grade level, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as the following:

GS-14: Candidate must have at least one year of experience in the following: 1. Evaluating and providing advice/suggestions for developing program guidelines, procedures and regulations for an agency or business, generally and as it relates to a compliance monitoring or oversight program; 2. Experience in reviewing, analyzing and evaluating applications for award of investments, loans, grants, and other types of assistance or awards; and 3. Experience with preparing briefings and communications materials about the business or agency's financial programs.

RATING

BASIS OF RATING:

Qualified applicants will be rated on documented experience relating to the following "rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)." listed below. IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS LISTED BELOW. If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.

To be well qualified, an applicant from the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Program (ICTAP) must receive on average an overall rating of at least the middle level in a three-level crediting plan.

Rating Factors:

1. Demonstrated experience with community development financial institutions (CDFIs) programs and new markets tax credit (NMTCs) programs, including knowledge and general understanding of applicable laws, regulations, and tax codes under which these programs function.
2. Demonstrated skill in performing financial compliance monitoring processes and procedures, which include: reviewing, analyzing and evaluating award/allocation decisions; reviewing and analyzing institution and transaction level data.; and preparing IT systems requirements for the purpose of application review, and/or program administration and monitoring.

3. Ability to analyze and develop recommendations for improvement in the Community Development Financial Institutions (CDFI) and New Markets Tax Credit (NMTC) Programs administration and operation.
4. Strong written communication skills that include experience communicating technical and non-technical issues to either internal or external audiences. Specifically note experience with preparing substantive briefings and communications material on financial programs and in particular the compliance monitoring policies and processes for community development financial programs
5. Skill in establishing and maintaining effective working relationships with professional staff, supervisors, and multiple related work units in order to set priorities and elicit responses on policies and procedures, implementing processes, coordinating staff assignments, organizing teams, and developing and implementing individual and team work plans to meet project milestones.

HOW TO APPLY

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.

Applicants will be notified as to the status of their applications.

All applicants are REQUIRED to submit the following:

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.
2. A copy of most recent (non-performance/non-incentive award) SF-50, Notification of Personnel Action, that shows your current grade and competitive civil service status, OR previous SF-50 showing competitive civil service status if you are now on an excepted appointment or have resigned from the Federal service; OR other proof of appointment eligibility, if eligible under a special appointment authority such as those listed in #5 under “Who May Apply” section of this announcement.
3. A written description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the “Rating” section of this announcement). Address each rating factor separately. **IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS.** If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.
4. A copy of your most recent completed performance appraisal that shows the final rating. If you have not received a performance appraisal for any reason (not employed, current employer does not give a performance appraisal, etc.), please explain why in your application.

In addition:

VRA eligibles (#5 under “Who May Apply” on page 1) are required to submit a copy of MEMBER 4 of a DD 214 or other documentation showing dates of service and type of discharge.

Veterans Claiming Preference are required to submit the following:

5-points: A copy of **Member 4** of a DD 214, OR other documentation showing dates of service and type of discharge (i.e., Honorable).

10-points: Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, **OR** are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. **CTAP eligibles**: a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

WHERE TO APPLY

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement. Applicants have the following choices in submitting applications and other forms:

- **E-mail**: application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to CDFIINQUIRIES@BPD.TREAS.GOV ;
- **FAX**: you can submit application packages to (304) 480-8359 or 304-480-8292; OR
- **MAIL**: you can submit application packages to the following address:

TFESB-CDFI, Room A3-C
Bureau of the Public Debt
200 Third Street
Parkersburg, WV 26106

It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.

Applicants will be notified as to the status of their applications.

Forms are available at www.usajobs.opm.gov or by calling (304) 480-8308.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-8341.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.
